

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

June 11 - [City Council Meeting Agendas](#)

Looking Ahead

Tuesday, June 4: Planning Commission work session

Thursday, June 6: Board of Architectural Review, Old Town Advancement Commission meetings; Old Town Family Movie on the Mall

Saturday, June 8: Old Town Classic Movie Night

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The City closed all administrative offices on May 27 in observance of Memorial Day. American flags were part of beautiful arrangements in Old Town Winchester.

City Manager's Takeaways

Participated as a panelist during John Handley High School as part of the Delegate Jim Scott Public and Community Service Fund program's Public Service Day to educate students on public service career opportunities.

Met with Refuse and Recycling staff to discuss options for continuing the City's Recycling programs. A full presentation will be made to Council during the June 11 Work Session.



Public Safety

Winchester Police

- Met with the Social Services and the Laurel Center.
- Attended and spoke at career summit at Handley High School.
- Prepared for National Night Out in Old Town Winchester, scheduled for August 6.
- Conducted security assessment.
- Held interviews for open Emergency Communications positions.
- Conducted Click It or Ticket patrols.
- Attended Safety Fair, HOG Rally, Kids and Cops, and Apple Blossom planning meetings.
- Secured the Loudoun Street Mile.
- Continued work on nine policies within internal workgroup.
- Continued preparing for North End Summer Kickoff on June 7 at Frederick Douglass Park from 12-3 pm.
- Began training five new academy graduates.
- Crime stats:
 - Crimes against persons (felony) - 3
 - Crimes against persons (misdemeanor) - 16
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes: 1

Winchester Fire and Rescue

- Relocated administrative offices to the Creamery Building, located at 21 South Kent Street, Suite 301.
- Held Burn Building coordination meeting with Frederick County Fire and Rescue.
- Participated in John Handley High School's Public Service Panel Discussion with students.
- Met with Handley Career and Technical Education coordinator about offering an EMT program in the fall of 2019.
- Conducted training in the buildings located at the corner of Piccadilly Street and Kent Street.
- Conducted "Train the Trainer" for new Hazmat ID equipment - regional hazardous materials response team members attended.
- Completed CPR training for volunteers.
- Received 42 eligible applicants for the Firefighter/EMT positions - application deadline is June 7.
- Conducted active shooter training for new members of the department at the Creamery Building and the new WPS Innovation Center.

Police Activity	#
Calls for Service	804
Crash Reports	9
DUI/DWI	3
Alarms/False Alarms	31/31
Directed Patrols	31
Directed Patrols (OTW)	0
Extra Patrols	147
Extra Patrols (OTW)	5
Traffic Citations	80
Traffic Warnings	84
BWC updates	0
Special Events Permits Received/ Approved	0/0 45 rec'd YTD

Fire Activity	Fire Activity
Fire	7
Overpressure	0
EMS/Rescue	87
Hazardous Cond.	4
Service Call	12
Mutual Aid Given	7
Good Intent	5
False Alarms	5
Special Incident	0
Plan Review	0
Inspections	11
Reinspections	5

- Met with the City Sheriff's Office regarding Youth Club meetings and providing fire prevention presentations
- Investigated a kitchen fire at a townhouse with no occupants and determined it to be accidental.
- Investigated a kitchen fire at McDonalds and determined it to be accidental.

Emergency Management

- Assisted Fire and Rescue with office move to the Creamery Building.
- Met with the Winchester Medical Center Committee.
- Deployed communication system software patches.
- Tested radios for various repairs.
- Received and inventoried new radio subscriber units.

Development Services

Economic Redevelopment

- Attended the Winchester Business Connections networking group as their guest speaker.
- Served as a panelist for a Small Business Development Center (SBDC) Regional Bankers Forum.
- Attended SBDC seminar on securing government contracts with local businesses.
- Met with business development prospects interested in Winchester as a potential relocation.
- Began the recruitment process for the Community Arts and Vitality Manager position.

Winchester/Frederick County Tourism

- Guest starred on Tourism Tuesday with a focus on the tremendous number of marquee events coming up in the City and County over the next two weeks.
- Attended a meeting at Schenck Foods in coordination with Frederick County EDA regarding promoting/supporting agritourism businesses in the City and County.
- Attended a Wings and Wheels planning meeting. This was the final planning meeting in advance of the event on Saturday, June 1 at the Winchester Regional Airport.
- Attended the monthly Shenandoah Spirits Trail meeting with a focus on extending the WINC FM campaign, various FY20 planned expenditures, a redesign of the website, and a reprinting of the pocket map and trail guide.
- Took part in a Southeast Tourism Society planning phone call in advance of the upcoming Congressional Summit in mid-June.
- Attended a Spottswood Poles Night planning meeting with a number of local stakeholders. The committee is working on details for the Spottswood Poles Night at the June 14 Winchester Royals game (7 pm at Bridgeforth Field in Jim Barnett Park).

Old Town Winchester

- Assisted event organizers with requests and questions on their downtown events.
- Completed accessibility building survey on S. Loudoun Street buildings.
- Continued promoting farmers market and working with prospective vendors.
- Prepared June stakeholder newsletter.
- Working with Old Town businesses on HOG Rally planning.
- Promoting Friday Night Live June 21 event and preparing for classic movies beginning June 8 and family movies coordinated by Park and Recreation starting June 6.

Planning

- Staffed the May 28 City Council Work Session where two CUPs were forwarded recommending approval with conditions for two adjoining buildings along the west side of N. Cameron Street just north of E. North Avenue. Both buildings are proposed to contain two dwelling units and the requests are from the same applicant.
- Prepared and electronically distributed the agenda packet for the June 4 Planning Commission work session and the June 18 regular Commission meeting. No new public hearing cases are scheduled. The Comprehensive Plan update will be discussed.
- Prepared and electronically distributed the agenda packet for the June 6 Board of Architectural Review meeting. Three new cases are on the agenda.
- Reviewed agenda packet for the June 4 Metropolitan Planning Organization TAC meeting.
- Met with Parks & Recreation and Public Works staff to decide on specific location for Spottswood Poles historic marker. It will be centrally located near the baseball complex concession stand and should be installed next week. A dedication ceremony will be held at 6 pm on June 14.
- Met with informal committee, including members of the 275th Anniversary Committee to review activities associated with the June 14 Spottswood Poles Night event at the Winchester Royals game.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 62 building permit inspections and issued 34 building/trades permits (\$905,116 valuation)
 - Notable permits:
 - 2230 S. Pleasant Valley Rd - Chick-Fil-A kitchen remodel (\$495,000 valuation)
 - 120 Bellview Ave. - convert offices to classrooms (\$250,000 valuation)
 - 4 new business reviews (3 Certificates of Business, 1 Certificate of Home Business)
 - 144 code enforcement inspections and initiated 51 new cases
- Removed 8 signs from the public right-of-way (YTD=138).
- Spoke at John Handley High School Public Service career event.

Permit #	Type	Address	Description	Value
19 00001593	BLDG	1525 NESTER DR	ROOF OVER DECK	\$15,000
19 00001719	RR	302 BEAU ST	ROOF REPAIRS	\$1,500
19 00001633	POOL	545 OLD FORT RD	IN-GROUND POOL	\$50,000
19 00001660	DECK	2217 TOWER AVE	NEW DECK	\$0
19 00001667	DECK	514 GRAY AVE	REPLACE DECK	\$1,500
19 00001634	BLDG	2127 HARVEST DR	NEW ROOF OVER EXISTING DECK	\$10,000
19 00000283	NRRM	2230 S PLEASANT VALLEY RD	REMODEL KITCHEN, ADD TO SERV Y	\$495,000
19 00001635	DECK	2027 HARVEST DR	EXTEND REAR DECK	\$500
19 00001728	PLBG	11 MONTAGUE AVE	EXPANSION TANK	\$0
19 00001729	NGAS	2240 VALLEY AVE	REPLACE A/C & FURNACE	\$0
19 00000214	BLDG	260 OPEQUON AVE	NEW DECK/ENCLOSE DINING ROOM	\$5,000
19 00001727	BLDG	100 STROTHERS LN	ASBESTOS ABATEMENT	\$5,000
19 00001725	NGAS	606 STERLING DR	REPLACE GAS FURNACE	\$100
19 00001659	ELEC	2208 WILSON BLVD UNIT A	METER INSPECTION	\$100
19 00001432	ELEC	307 GEORGE ST	SOLAR ARRAY	\$15,897
19 00001657	ELEC	215 BELLVIEW AVE	REPAIR SE CABLE ONLY	\$1,200
19 00001732	PLBG	182 HAWTHORNE DR	REPLACE W/H, ADD EXPANSION TAN	\$1,400
19 00001729	MECH	2240 VALLEY AVE	REPLACE A/C & FURNACE	\$10,710
19 00000629	ELEC	10 12 E CLIFFORD ST	REMODEL	\$1,000
19 00001658	ELEC	341 FAIRVIEW AVE	REPLACE PANEL & WIRES	\$600
19 00001718	NR	1440 AMHERST ST	REPLACE MEMBRANE ROOF	\$7,000
19 00001732	NGAS	182 HAWTHORNE DR	REPLACE W/H, ADD EXPANSION TAN	\$0
19 00001629	ELEC	318 HIGHLAND AVE	REPLACE RECEPTS & LIGHTS	\$5,000
19 00001656	ELEC	2 MONTAGUE AVE	SVC CHG	\$1,200
19 00001628	ELEC	116 S WASHINGTON ST	REPLACE SERVICE	\$2,500
19 00001748	MECH	517 W CORK ST	REPLACE A/C & FURNACE	\$8,200
19 00001736	LGAS	2518 WINDWOOD DR	PIPING & APPLIANCES	\$575
19 00001748	NGAS	517 W CORK ST	REPLACE A/C & FURNACE	\$200

Permit #	Type	Address	Description	Value
19 00001662	PLBG	1050 BRECKINRIDGE LN	NEW FIXTURES	\$1,000
19 00001363	NRRM	120 BELLVIEW AVE	CONVERT OFFICES TO CLASSROOMS	\$250,000
19 00001724	SIGN	3103 VALLEY AVE STE 106	BLDG MOUNTED SIGN	\$2,134
19 00001662	MECH	1050 BRECKINRIDGE LN	DUCT WORK	\$800
19 00001662	RREM	1050 BRECKINRIDGE LN	FINISHING BASEMENT W/ BATH	\$12,000
19 00001363	CHNG	120 BELLVIEW AVE	B TO E	\$0
Total: 34				\$905,166

Public Services

- Held the mandatory pre-bid meeting for contractors interested in submitting bids for the Creamery building renovations project. Bids are due on June 18.
- Opened bids for the Handley Library improvements project. This project will replace the HVAC system and make structural and roof repairs at the library. Work is expected to begin in July.
- Met with representatives from Frederick County to discuss recycling issues. The City's recycling program will be discussed with City Council at the work session on June 11.
- Participated in the forum at Handley High School to provide students with an opportunity to learn more about careers and opportunities in public service.
- Completed planting all of the annual flowers on the Loudoun Street Mall.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	76	5,525
Water service lines replaced (number)	10	357
Water meters replaced (number)	8	958
Sanitary sewer mains replaced/lined (linear feet)	1,835	2,072
Sanitary sewer laterals replaced (number)	7	87
Sanitary manholes replaced (number)	0	23
Sidewalks replaced (linear feet)	1,032	11,014
Sidewalks repaired (linear feet)	0	15,849

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	7	133	#
	Mowing	15.03	103.42	Acres
	Miles of streets swept	52	1,042.10	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	4	84	#
	Trees trimmed	9	234	#
	Stumps removed	4	135	#
Traffic	Street signs Installed/replaced	10	193	#
	Pavement markings repainted (City)	0	592	Linear feet
	Pavement markings repainted (contractor)	0	19,028	Linear feet
Refuse & Recycling	Refuse collected	131.80	2,626.15	Tons
	Recycling collected	69	1,039.23	Tons
	Large item pickups	4	91	#
Transit	Total passengers	2,565	52,806	#
	Revenue miles pick up/drop off	3,951	76,962	Miles
	Revenue hours pick up/drop off	368.83	6,998.89	Hours
Utility billing	Payments processed	957	31,356	#
	New bills mailed out	0	28,235	#
	Water services turned off (non-payment)	15	198	#
Water treatment plant	Average daily water demand	6.42	6.09	Million gallons/ day
	Peak daily water demand	7.02	7.52	Million gallons/ day
Wastewater treatment plant	Average daily flow treated	7.99	10.00	Million gallons/ day
	Peak daily flow treated	8.73	20.04	Million gallons/ day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,292	31,515	#
	Fire hydrants flushed	54	441	#
	Sewer mains cleaned	5,792	67,062	Linear feet
	After-hours call outs	4	130	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	5	38	#
	Floodplain permits issued	1	50	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	1	88	#
	Land disturbance permits issued	0	2	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	50	1,077	#
	Erosion and sediment notices to comply	0	11	#
Facilities Maintenance	Work requests completed	22	429	#
	Special events assistance	1	14	#
	Maintenance of pedestrian mall	36	705	Staff hours
Equipment maintenance	Total repairs completed	94	2,213	#
Winchester Parking Authority	Work requests completed	8	157	#
	Special events - assistance provided	0	12	#
	Vandalism or property damage issues	0	8	#
	New monthly rentals	1	177	#
	Monthly rental cancellations	3	48	#
	Hourly parkers (all four garages)	3,430	57,339	#
	Park-Mobile transactions	667	13,685	#

Parks & Recreation

- Accepted applications for Lifeguard and Child Care Assistant.
- Opened the outdoor pool for the summer season over Memorial Day Weekend.
- Held Tennis Time program.
- Hosted the final week of HIVE for the school year and prepared for the all-day summer camp to begin next week (camp is full).
- Continued work on the indoor pool sound tile/paint project. The indoor pool is closed through June 16.
- Continued work on Potts Play Courts and Lowry Tennis Courts resurfacing projects.
- Began work on Bridgeforth Field backstop netting replacement.

Social Services

- Received 87 Benefit Program applications: 28 SNAP, 47 Medicaid, 7 TANF, 1 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,486 Medicaid cases
 - 1,608 SNAP cases
 - 75 TANF cases
 - 21 Auxiliary Grant cases
 - 41 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (68 families/113 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	207/99
Child Protective Service referrals	14
Placed "on notice" for foster care entry by JDRC	4
Children in foster care	47
Entered/exited foster care	1/8
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	46
Benefit program fraud & overpayment referrals/investigations/recoupment claims	2/2/21
CPS family assessments & investigations of alleged maltreatment	95
Family Service intakes	6
Adult Protective Service referrals	3
Adult services case management load	9
Adult guardianships/cases	2/67
Adult Protective Service investigations/intakes	21/3
Family Services Prevention case management load	6
Uniform Assessment Instrument screenings	0

Communications

- Distributed the [May 29, 2019 CitE-News issue](#).
- Handled 5 media requests for City information and staff interviews.
- Handled or began processing 0 FOIA requests.
- Finalized and released S.2E.4 of publiCITY that covers the Farmers Market and downtown events. [Watch](#)
- Released the Virginia Business Appreciation Month video from Economic Development. [Watch](#)
- Released episode 10 of the Rouss Review podcast that features Police Chief John Piper. [Listen](#)
- Met with a committee of stakeholders organizing the Spottswood Poles Night at the Winchester Royals game on June 14 (7 pm). The 275th Anniversary planning committee sponsored the game and will be promoting the Winchester native throughout the game. The committee also discussed the historical marker to be installed in Jim Barnett Park and dedicated on June 14 (6 pm). The community is invited to attend.
- Created a vintage baseball card for Spottswood Poles to hand out during the Winchester Royals baseball game. The game is designated as Spottswood Poles Night.
- Posted a video created last week to advertise the North End Summer Kickoff. [Watch](#)
- Created an infographic for the Fire and Rescue Department to raise awareness of heat-related illness.
- Worked on various social media posts and channel 6 slides.
- Set date with vendor for Citibot launch - June 5. More information about the service coming soon.
- Continued working on the Council retreat video editing.
- Designed an advertisement for upcoming 275th anniversary events.
- Assisted with the organization of the swearing in ceremony for the City's new Fire and Rescue Chief and promoted the event.
- Began brainstorming ideas for a "Welcome to Winchester" video.
- Participated in a webinar about preparing your community for the 2020 Census.
- Continued working on final edits of the 2018 Annual Report document.

Date	Segments on WDVM
5/27	Argument between neighbors ends in stabbing - watch
5/30	Man charged with assaulting police officer during domestic dispute - watch
Date	Articles in <i>The Winchester Star</i>
5/25	Winchester names Garrett as its new fire-rescue chief
	Braddock Street fire displaces seven people
5/29	City man charged following non-life threatening stabbing
5/30	Wings & Wheels event on Saturday
	Council OKs real estate, cigarette tax hikes
	City considering ban on roadside panhandling
	HOG Rally registrations soar past 2,300
5/31	School Board asks City Council to reduce its size

Support Services

Innovation & Information Services

- Configured GeoCom GIS data update utility tool to update map display on dispatchers workstations.
- Assisted with computer moves for Fire and Rescue from Timbrook Public Safety Center to the Creamery Building.
- Updated Web App Builder for Developers to version 2.12.
- Continued to work on Habitat for Humanity Service area maps.
- Continued enhancements and fixes for Personal Property billing project.
- Continued implementation of the purchasing module in Service Desk Plus.
- Completed successful Wi-Fi setup for Employer Expo needs at Parks War Memorial building.
- Procured Wi-Fi AP's for expansion of network coverage at War Memorial Building
- Contractor completed majority of testing and terminating fiber cable at Parks to expand network to maintenance shop.
- Discussed and finalized plans for upgrading Exchange server.
- Completed review of IBM server libraries being replicated to disaster recovery site and notified Host.

Help Desk Requests	Count	Closed
Account Management	6	6
Applications	11	8
GIS	3	4
Hardware	12	15
Information Only	3	3
Infrastructure	3	6
No Action Required	4	4
Not Assigned	16	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	58	46